

14 September 1981

MEMORANDUM FOR: Position Management & Compensation Division/OP

FROM:

Deputy Director of Finance

SUBJECT: Assessment of Experiments with Alternate Work
Schedules (AWS)

REFERENCE: OPN 20-81-15 dtd. 11 June 81

1. During the last 18 months, the Office of Finance invited employees to participate in Flex-time as an alternate to their previously scheduled hours of 0830-1700. Eighty-three employees, ranging in grades from GS-04 to GS-15 volunteered to take part in this experiment.

2. The Office of Finance is responsible for administering the financial operations of the Agency in a manner which will satisfy the statutory responsibilities of the Director of Central Intelligence. This includes the functional areas of budgeting, accounting, systems, auditing, payroll, monetary procurement and financial analysis. Participation by employees in this alternative work schedule (AWS) has not adversely affected or caused disruption to any of these functions. In fact, employee participation has resulted in extended office coverage thereby providing better overall service to customers.

3. The assessment required by paragraph 2B of OPN 20-81-15 follows:

a. Efficiency of Government Operations:

(1) Productivity - No significant adverse impact which could be directly attributed to OF participation in AWS was reported. However, those offices who rely on various computer systems found production increased prior to 0830, due to substantially faster response time experienced prior to the commencement of heavy system utilization which begins at 0830.

(2) Leave use - not affected.

(3) Employee turnover - not affected.

(4) Overtime - not affected.

(5) Job satisfaction - and

(6) Morale - an overall increase in job satisfaction and morale has been reported as a result of increased employee control over working hours and task scheduling; also, employees

perception of managements' interest, confidence and flexibility has increased significantly by permitting office involvement in AWS experiment and if discontinued, it would probably have an impact on office morale.

b. Mass Transit Facilities and Traffic:

Most requests submitted by employees to participate in AWS were generated by their desire to take advantage of carpools, van pools and mass transit facilities, thereby reducing their commuting time and the associated physical and mental fatigue of commuting during peak traffic hours. Some relief was realized by employees from the cost of limited availability of parking in the Rosslyn area.

c. Increased Opportunities for Full and Part-time Employment - not affected.

d. Individual and Families Generally - participation in AWS has generally been made with consideration of family activities (often including child care arrangements) as the primary or secondary consideration and this has had a very favorable impact.

4. Only one office encountered difficulty implementing AWS. The problem involved maintaining sufficient office coverage between 1600 - 1700 required to continue full service to Agency customers who were still working. None of the other divisions encountered any special problems and there are no significant suggestions regarding changes to the AWS program.

5. All indications are that office management and employees are pleased with AWS and endorse continuing it on a permanent basis.



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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Assessment of Experiments with Alternate Work
Schedules (AWS)

FROM:

Deputy Director of Finance
1212 Key Bldg.

EXTENSION

NO.

DATE

14 September 1981

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. PMCD/OP
1016 Ames Bldg.

15 SEP 1981

[Handwritten initials]

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